

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110084-3

CONTROL NO.

REPORTS INVENTORY

DDS/OF-150

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Financial Statements - Balance sheets - Statements of
Income2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

generally quarterly
1 Sept 69 to 31 Aug 70-604 sets rec'd6. DISTRIBUTION (No. of components not
number of copies)

3

7. FORMAT (memorandum, form
computer print-out, etc)
Form

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Administrative Plan

10. PREPARING COMPONENT (include lowest level
contributing information to report)Division level -
Instrumentality11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)Cash receipts and disbursements statement
Payroll schedule
Statement of bank account reconciliation

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
		7.9 avg.	\$63.43 avg.	711	\$45,098.73
(Does not include costs of <input type="text"/>)					

25X1

B. COSTS OF COMPUTER PRODUCED REPORTS

					1,145.00
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TOTAL COSTS PER YEAR

\$ 46,243.73

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.To provide effective Agency control of funding to , and assets held by the
 instrumentalities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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